

S-E-C-R-E-T

Approved For Release 2001/07/31 : CIA-RDP80-00773A000100050032-2

16 NOV 1978

MEMORANDUM FOR: Acting Deputy Director for Administration

FROM : F. W. M. Janney
Director of Personnel

SUBJECT : Office of Personnel Report --
Week Ending 15 November 1978

25X1A 1. (U) Minority Career Day: [REDACTED], 25X1A
Washington-based recruiter, reported on her trip to the 25X1A
University of Michigan with [REDACTED], EEO/NFAC; [REDACTED], ORPA/NFAC; and [REDACTED], Deputy Director 25X1A
of OSR/NFAC, during Minority Career Day on 7 November. Forms were given to five minority applicants and two impressive young Black women were invited to Headquarters for interviews with the Office of Strategic Research.

25X1A 2. (U) Demonstrations:

25X1A a. Recruiter [REDACTED] reports that Iranian students and members of the Communist Revolutionary Youth Brigade disrupted the off-campus interviews she had scheduled for the afternoon of 15 November at the Holiday Inn in Kalamazoo, Michigan. Interviews scheduled at Western Michigan University had been moved to the Holiday Inn because of reports that these two groups were planning campus demonstrations against the CIA recruiter. [REDACTED] reports that the demonstrators appeared at the Holiday Inn and pounded on the door of the interview room while shouting anti-CIA slogans. The 15-20 demonstrators, many of whom were female, were escorted from the building by the hotel management. The police were called but the demonstrators had already dispersed by the time they arrived.

E 2 IMPDET
CL BY 012752
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25X1A

b. [REDACTED] recruiter, reports that the demonstration against his presence on the University of Texas Campus at Arlington on 9 November was very low key, was participated in by only about 15 students, and did not interrupt the interviews he had scheduled for the day. He stated that the demonstration did generate some interest, however, for he was later interviewed by three reporters for local television. The interview went well, with one of the reporters commenting that the demonstration appeared to be a lot to do over nothing.

3. (U/AIUO) Vacancy Notice - CTP: The vacancy notice for the CT Program was delivered to Logistics on Wednesday, 15 November, for priority printing with distribution to all employees (1 for 6). In addition, senior personnel officers in the Directorates and the DCI Area have been asked to advise their components to ensure that the notice is distributed when received.

4. (U/AIUO) Air Travel: The recent change in the policy of some airlines regarding the separation of full fare coach passengers and those travelling on discount fares will have an effect on some of our travellers. Those travelling on excursion and Category "Z" tickets will find that there has been a reduction in the type of service offered to discount fare passengers. In addition, there is a possibility that discount fare and Category "Z" travellers could be bumped from a flight to accommodate a full fare coach passenger. With regard to the bumping, to date, we know of no instances where this has happened.

5. (C) Retirement Activity: The figures shown below depict the total retirement activity for the period 1 July 1978 through 12 January 1979. The figures in the clear show totals. The figures in parentheses represent persons who have opted for discontinued service or "involuntary" retirement. Thus, of 280 persons to go by 12 January, 51 are going under the "liberal" options.

	<u>Civil Service</u>	<u>CIARDS</u>	<u>Total</u>
Retired	64 (21)	94 (7)	158 (28)
Signed to go	46 (16)	76 (7)	122 (23)
Totals	110 (37)	170 (14)	280 (51)

25X1A

6. (U/AIUO) 1979 Summer-Only Program: The 1979 Summer Employment Program is off and running with the recent distribution of the [REDACTED], dated 23 October 1978. The corresponding notice to the field was released via dispatch, dated 30 October 1978. The Clerical Staffing Branch already responded to 222 requests for application forms.

7. (U) Combined Federal Campaign: As of close of business 15 November 1978, the Combined Federal Campaign pledges total \$280,324.78, which is 88.5 percent of our goal. Of the total number of pledge cards distributed, 92.4 percent has been returned. \$33,068.70 has been pledged for the Educational Aid Fund and \$6,795 for the Public Service Aid Society.

8. (U) Orientation - Insurance Branch: Several Insurance Branch personnel recently participated in orientation visits designed to enhance their knowledge of their own jobs. On 9 November, supervisors of the Claims Section visited the Joseph E. Jones Agency of Mutual of Omaha (Washington, D.C.). They received a general briefing of claims procedures utilized in that office and then discussed with their counterparts at the Jones Agency matters of mutual interest. On 14 November, members of the Underwriting Section visited the WAEPA office for an orientation visit with particular emphasis being given to WAEPA's mini-computer application. Finally, the Chief of Benefits and Services Division and the Chief of the Insurance Branch have been in Omaha (15 and 16 November) coordinating insurance matters with officials of Mutual of Omaha.

9. (U) Pecan Sale - EAA Store: The EAA's annual pecan sale was again a big success. Pecans went on sale on Wednesday, 8 November, and as of this writing approximately 50 pounds are all that are left of the 1,800-pound order.

10. (U) Suggestion Box: No suggestions were received this week. The total number of suggestions received since the program began on 15 June 1977 is 68.

11. (S) Rehired Annuitants: See attached report.

COMING EVENTS:

(1). (U) Skill Session: The 29 November Skill Session on "A Look at Our Applicant System" is being rescheduled to 24 January 1979 because of priority requirements being levied on the speakers.

25X1A

(2). (U) Military Reserve Meeting: [REDACTED] OSR/NFAC, and [REDACTED] ORPA/NFAC, will be the speakers at the Agency Reserve Meeting on Monday, 20 November, in the Headquarters auditorium at 1745 hours. Their topic will be "The Armed Forces of Eastern Europe and Cuba."

25X1A

25X1A

[REDACTED]
F. W. M. Janney

Attachment

Distribution:

Orig & 2 - Addressee
1 - DD/Pers/R&P
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1 - D/Pers Chrono
1 - D/Pers Subject File

25X1A

EA-D/Pers/[REDACTED]:rj (15 Nov 78)

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S E C R E T

14 November 1978

WEEKLY REPORT OF REHIRED CIVILIAN ANNUITANT ACTIVITIES
FOR THE AGENCY (8 - 14 November 1978) (U/AIUO)

(S) The following rehired civilian annuitant case was approved for extension by the Acting Deputy Director for Administration:

DDA

25X1A

- Independent Contractor, Office of Security, one-year extension.

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E2 IMPDET
CL BY: 061749

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O/Plus Subject File

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9 NOV 1974

MEMORANDUM FOR: Acting Deputy Director for Administration

FROM : F. W. M. Janney
Director of Personnel

SUBJECT : Office of Personnel Report --
Week Ending 8 November 1978

25X1A 1. (U) Briefing of Student Groups: During the week of
6-10 November, [REDACTED] recruiter, conducted
three major briefings for student groups. On 6 November, he
25X1A addressed students in the Law School at the University of Texas.
He also talked with students from the Lyndon Baines Johnson School
of Public Affairs at the University of Texas. On 8 November,
[REDACTED] gave a briefing to law students at Southern Methodist
University in Dallas. These briefings concerned the job
opportunities in CIA, but the focus of the briefings concerned
the Career Trainee Program.

25X1A 2. (U) Possible Demonstrations:

a. Recruiter [REDACTED] reports that a demonstration
is planned for his visit to the University of Texas on
Thursday, 9 November, by a group calling themselves
25X1A "Liberal Art Students for Freedom." However, since it
is reported that only 10 to 15 students will participate
in the demonstration and that it will take place two or
three blocks from where the interviews are to be held,
[REDACTED] does not anticipate any problems and will proceed
as planned.

b. The Coordinator of the Graduate and Career
Development Division, Committee for the Collegiate
Education of Black Students, at the University of
Massachusetts, has advised that several groups of students
have expressed dissatisfaction with the fact that the
CIA and the FBI would be on campus for Career Day on
Wednesday, 8 November, and that he was almost certain
that there would be a demonstration. In view of this we
cancelled our appearance.

E 2 IMPDET

CL BY 012572

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25X1A 3. (U) Personnel Officers Meeting: Our monthly meeting was held in the Headquarters auditorium on Wednesday, 8 November, with the Director of Personnel discussing the Civil Service Reform Conference which took place at Ocean City, Maryland last month. [REDACTED], Chief, Staff Personnel Division, explained the new method of handling files and hiring restrictions, and [REDACTED] discussed the newly established Personnel Management Evaluation Staff.

25X1A 4. (C) Retirement Activity: The figures shown below depict the total retirement activity for the period 1 July 1978 through 12 January 1979. The figures in the clear show totals. The figures in the parentheses represent persons who have opted for discontinued service or "involuntary" retirement. Thus, of 268 persons to go by 12 January, 50 are going under the "liberal" options.

	<u>Civil Service</u>	<u>CIARDS</u>	<u>Total</u>
Retired	64 (21)	92 (7)	156 (28)
Signed to go	42 (15)	70 (7)	112 (22)
Totals	106 (36)	162 (14)	268 (50)

25X1A 5. (U/AIUO) Voluntary Investment Plan Meeting: The Board of Trustees of the Voluntary Investment Plan held a general meeting in the Headquarters auditorium on 3 November for VIP participants and interested employees. Approximately 60 people attended. [REDACTED] the Board Chairman, briefed the audience on the operation of the VIP and then opened the meeting for questions. The queries were responded to by [REDACTED] or [REDACTED] individual Board members. 25X1A

6. (U/AIUO) Airline Travel: Pan American Airlines has advised us that due to the political strife in Iran they have temporarily suspended all flights to Tehran. Central Processing Branch is attempting to obtain a waiver for the use of foreign air into Tehran if it is required. In addition, Pan American has also advised that effective 29 October 1978, service to and from the following cities has been permanently discontinued due to a realignment of routes:

Amsterdam, Holland
Ankara, Turkey
Belgrade, Yugoslavia

Boston, Massachusetts
Bucharest, Romania
Budapest, Hungary
Lisbon, Portugal
Moscow, Russia
Paris, France
Portland, Oregon
Prague, Czechoslovakia
Vienna, Austria

7. (U/AIUO) Regulations and Notices: The following have been sent to the Regulations Control Branch:

- 25X1A - Revision of [REDACTED] Personnel Evaluation (Draft B), responding to coordinating comments.
- 25X1A - Proposed Employee Bulletin, Part-Time Clerical Employment Opportunities, to be published in mid-November 1978.
- Additional revision of [REDACTED], Promotion, including the annual and semi-annual schedule of promotion dates.

8. (U) Combined Federal Campaign: As of close of business 8 November 1978, the Combined Federal Campaign pledges total \$211,589.37, which is 66.8% of our goal. Of the total number of pledge cards distributed, 67% has been returned. \$24,961.70 has been pledged for the Educational Aid Fund and \$4,971 for the Public Service Aid Society.

9. (U) Blood Donors: Blood Donor Day was held on 7 November 1978. This month's donation of 156 units compares favorably with the November 1977 figure of 132 units. For the first time in months we have seen an increase in the total number of donors.

10. (U) Suggestion Box: Two suggestions were received this week. One was forwarded to the DCI and the other to the Director of Training. The total number of suggestions received since the program began on 15 June 1977 is 68.

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11. (U) EAA Store: In an effort to assess the interest of the EAA Store during this past Family Visitation Day (4 November), we made an approximate count of the number of people who entered. Total Store visitors between 10:00 a.m. and 1:00 p.m. was over 400.

12. (S) Rehired Annuitants: See attached report.

25X1A

COMING EVENTS:

25X1A

1A

25X1A

5X1A

(2). (U/AIUO) Skill Session: The topic for the Skill Session scheduled for 29 November 1978 will be "Applicant Processing."

25X1A

25X1A

(3). (U) Military Reserve Meeting: [REDACTED] USA (assigned to NPIC), will be the speaker at the Agency Reserve Meeting on Monday, 13 November 1978. His topic will be "The Armed Forces of the USSR."

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F. W. M. Janney

Attachment

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EA-D/Pers/ [REDACTED] :rj (11/9/78)

25X1A

S E C R E T

7 November 1978

WEEKLY REPORT OF REHIRED CIVILIAN ANNUITANT ACTIVITIES
FOR THE AGENCY (1 - 7 November 1978) (U/AIUO)

(S) The following rehired civilian annuitant cases were terminated:

DDO

25X1A



- Independent Contractor, CCS,
terminated 27 October 1978.
- Independent Contractor, CCS,
terminated 27 October 1978.
- Independent Contractor, CCS,
terminated 27 October 1978.
- Independent Contractor, CCS,
terminated 27 October 1978.
- Independent Contractor, EUR
Division, terminated 27 October 1978.
- Independent Contractor, CCS,
terminated 27 October 1978.
- Independent Contractor, CCS,
terminated 27 October 1978.

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